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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 19 May 1954

FROM : Chief, Administrative Staff, Office of Communications

SUBJECT: Upgrading of Supply Officer Slot [REDACTED] T/O

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1. It is requested that position #8015, Supply Officer on the [REDACTED] T/O, be upgraded from a GS-7 to a GS-9.

2. The incumbent of this position acts as the [REDACTED] Logistics Officer and is the Accountable Officer for all communications equipment at the various [REDACTED] stations;

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[REDACTED] In this capacity he is required to maintain Accountable Records and Memorandum Receipt accounts in compliance with pertinent Agency Regulations and submit the necessary Stock Status, In-Use, Inventory Adjustment, and Survey Reports as required by these regulations. In the performance of these duties, he is required to:

a. Review, edit, and fill all requisitions for communications supplies submitted by his satellite accounts.

b. Issue all non-expendable property on Memorandum Receipt.

c. Provide a semi-annual Consolidated Memorandum Receipt for each in-use account.

d. Direct submission of Inventory Adjustment and Survey Reports as required for operation of in-use accounts.

e. Instruct Responsible Officers of his memorandum receipt accounts in supply procedures and practices.

3. In addition, as Area Logistics Officer, he is responsible for:

a. Consolidation of all communications requirements of the above listed locations within [REDACTED] and for maintaining appropriate stock levels in his depot to meet these requirements by requisitioning and procuring sufficient equipment from various authorized sources.

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b. Supervision of the [REDACTED] warehouse facilities in

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[REDACTED], and specifically [REDACTED] is responsible for receipt, inspection, storage, and issue of all communications equipment.

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c. Recommendations for changes in warehouse facilities, space availability, and Area supply procedures to Chief, [REDACTED]

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d. Instruction and indoctrination of Area Responsible personnel regarding accepted supply procedures and regulations.

e. Preparation of all correspondence and reports of a supply and logistic nature to both Headquarters and [REDACTED] satellite activities relative to related matters.

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f. Keeping Area Chief informed at all times of his communication logistic potentialities.

5. In addition to duties as Accountable Officer and Area Logistics Officer, the individual occupying this position will be designated Supply (Responsible) Officer for the [REDACTED] Station. In fulfillment of this portion of his assigned duties, he is responsible for:

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a. Maintaining records as required for operation of an in-use supply account.

b. Submission of requisitions for supplies and equipment, including administrative, as required for station operation.

c. Conducting physical inventories of all station property on the basis of a semi-annual Consolidated Memorandum Receipt.

d. Insuring that sufficient expendable maintenance items are on hand at all times to meet all requirements for station operation.

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[REDACTED]
Deputy

OC-A/HLD:aeh (19 May 1954)

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